

STATE OF CALIFORNIA
POSITION DUTY STATEMENT

DEPARTMENT OF PARKS AND RECREATION

EMPLOYEE NAME	DISTRICT/SECTOR San Andreas District- Hollister Hills Sector			
CLASSIFICATION Park Aide (Seasonal)	WORKING TITLE Interpretation Park Aide			
POSITION NUMBER	CBID	EFFECTIVE DATE	Bilingual <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Confidential <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
WORKING DAYS AND WORKING HOURS	SPECIFIC LOCATION ASSIGNED TO Hollister Hills State Vehicular Recreation Area			

POSITION DESCRIPTION:

The visitor service Park Aide is supervised by the Supervising State Park Peace Officer but takes daily direction from the State Park Peace Officer (Ranger) assigned as the Park Aide's Leadsperson. In the event that the Lead Ranger is not working, the Park Aide will report to a Ranger on duty. The reporting location is Hollister Hills Sector Office located at 7800 Cienega Road, Hollister, CA 95023. All successful applicants must be at least 18 years of age, criminal history check and DMV check before hiring. The Park Aide is expected to work on weekends, holidays and evenings if necessary. Assigned days off are normally on weekdays and may vary from month to month. The Park Aide will perform the duties dressed in full State Park uniform.

ESSENTIAL JOB FUNCTIONS STATEMENT

% of time performing essential functions	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
60%	<p><u>INTERPRETIVE SERVICES</u></p> <p>Lead tours, guided walks and vehicle tours as needed. Present school group programs (in park and off-site). Present evening programs. Present Jr. Ranger Programs. Present field (mobile/pop-up/trailer) interpretation programs at riding destinations. Conduct informal roving interpretation to high use visitor camping areas. Participate in special event preparation, presentation and completion.</p>
20%	<p><u>OUTREACH ASSISTANCE</u></p> <p>Assist in the set-up and break down of the park outreach booth and the various interpretive elements included in the booth. Assist in the staffing of information booths locally and various other community events. Assist with community outreach events and interpretive programs.</p>

10%	<p><u>Administration</u></p> <p>Inventory and communicate the need for materials. Provide input for the preparation of schedules, prepare program documentation sheets for attendance, complete time sheet in a timely, correct, neat and legible manner, maintain cooperative relations with general public and co-workers, attend and participate in meetings as directed, maintain program equipment and inventory in appropriate storage locations. Assist other disciplines with duties, when necessary.</p>
10%	<p><u>MAINTENANCE/HOUSEKEEPING</u></p> <p>Clean and update information on interpretive displays, panels, bulletin boards and exhibits. Ensure interpretive facilities and equipment is kept in a clean, safe and operational condition. Maintain a clean and safe work space.</p>

PERFORMANCE EXPECTATIONS: (i.e., maintain a professional and courteous conduct, complete assigned projects accurately and thoroughly; cooperate with management and peers, etc.)

Exhibit professional working manner and ability to deal tactfully and effectively with co-workers & Park visitors
 Display good judgment, loyalty, poise, tact and discretion
 Establish and maintain cooperative working relationships
 Work as a team when necessary to complete the duties of the job in a cohesive and professional manner
 Good attendance record, reliable, punctual, dependable
 Willingness to work on Saturdays, Sundays, and holidays and at odd or irregular hours
 Willingness to conform to departmental uniform requirements

Working Environment, Physical or Cognitive Abilities:

Work Environment:

Work outdoors in various types of weather; work in unpleasant conditions (e.g., Rainy/hot weather)
 Works near fast moving machinery, off highway vehicles, or traffic

Physical Abilities:

Ability to walk across uneven terrain in both uphill and downhill conditions to perform the duties associated with the job
 Stand for long periods of time (up to 2 hours) to perform the duties associated with the job

Cognitive Abilities:

Follow directions
 Perform basic mathematical computations associated with assigned duties
 Make sound decisions given available information and situational parameters

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class and a safe driving record as documented by the Department of Motor Vehicles.

SUPERVISOR'S STATEMENT: *I have discussed the duties of the position with the employee*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I have discussed with my supervisor the duties of the position and have received a copy of the duty statement.*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to provide coverage for staffing needs, to equalize peak work periods or otherwise balance the workload.

I HAVE READ AND UNDERSTAND THE DUTIES AS DESCRIBED ABOVE.

Can you perform the essential functions of the position with or without reasonable accommodation? *(If reasonable accommodation is necessary, please complete a Reasonable Accommodation Request form from the Risk Management Unit.*

☐

YES

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NO

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE